

Instructions for: **PROGRAM FISCAL REPORT (PI-1086)**

(Rev. 05/2017)

<http://dpi.wi.gov/sites/default/files/imce/sms/pdf/instruct.pdf>

District / Agency No: This number has changed from prior years. It now is a **six-digit number** which consists of your two digit county code followed by the four digit number. It is identified on your grant sub-award document.

CFDA No. or State Statute: This number can be located on the grant sub award or on the following web page:

<https://dpi.wi.gov/sfs/finances/aids-register/aids-register-coding>

Report for Period Ending: Record current month and year through which this report is completed.

Grant Number: As stated on your approved grant sub-award document. If you did not receive a grant sub-award, leave this space blank.

Program: Specify the *federal or state grant program*; i.e., Title 1, IDEA, AODA, etc.

Project Beginning Date: Report the DPI approved beginning date. Funds may not be expended or obligated prior to this date.

Project Ending Date: As stated in your approved contract or grant sub-award document. Funds may not be obligated beyond this date.

Name of Person Preparing This Report: Allows us to contact the person that completed the report should we have any questions.

Administrator or Designee: By signing the PI-1086, you are certifying the accuracy of the report as well as meeting Uniform Grant Guidance requirements.

Account Code: List all account codes used in your approved project budget.

Account Name: Report the name of the account corresponding to the account code.

Approved Budget: Enter the amounts approved for each account as stated in your approved application, or contract.

Obligations: Report unpaid obligations (i.e., payables, open purchase orders, personal service contracts, etc.) All obligations should be liquidated on the final report.

Total Disbursements to Date: Report the cumulative amount of project payments as recorded on your general ledger. *Do not include accounts payable balances.*

Unencumbered Balance: Report the amount of funds that have neither been obligated nor disbursed.

Cash Summary: Total funds received to date **minus** total disbursements to date **equals** cash on hand at the end of period. **Cash on hand at end of period often is a negative figure.**

Matching Funds: If program requires match, enter appropriate information on claim form. Documentation for match must be kept on file by the fiscal agent of the grant.

Amount Requested: If an advance is requested, the amount may not exceed a 30-day cash supply. Monthly reports are required for monitoring of cash advances.

Additional questions regarding the completion of this report may be directed to the Federal and State Grants at DPI:

<http://dpi.wi.gov/sms/fedaids/assign>

An Excel spread sheet version of this form is available on the website.

<http://dpi.wi.gov/pi-1086>

Form PI-1086 reports may be submitted to the Wisconsin Department of Public Instruction by any of the following methods:

1. US Mail to address on upper right hand corner of report
2. Fax to (608) 267-9207
3. As a file attached to an E-mail

All PI-1086 claim forms must be signed.

If the PI-1086 form is faxed or e-mailed, it should be addressed to the appropriate DPI grant accountant (see audit and personnel assignments at <http://dpi.wi.gov/sms/fedaids/assign>).

- The final report at the end of a fiscal year must be signed. Faxed or scanned copies are acceptable.

Alan Virnig, Senior Accountant, (608) 266-2428